

## **Model Community Guidelines**

### **Photo Processors**

1. Practice waste reduction, reuse and recycling:
  - Use reusable items vs. Disposable items where legally allowed (e.g. Ceramic mugs for staff)
  - Practice double-sided photocopying
  - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
  - Purchase supplies in bulk where possible and consistent with inventory turnover
  - Reuse scrap paper (e.g. Make into note pads)
  - Use tight fitting lids on containers to prevent loss through evaporation and spillage
  - Use spigots and pump to dispense materials where possible
  - Use proper ventilation
  - Store chemicals and materials appropriately to reduce spoilage (i.e. Out of light)
  - Recycle silver from waste water: add a silver-recovery unit to processing system or send your waste water to a silver-recovery business.
  - Recycle chemical containers or return them to the manufacturer for refilling
  - Reuse chemicals when possible
  - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
  - Recycle film cartridges, plastic film storage containers and disposable cameras with the manufacturer
  - Install a counter current rinsing system to conserve water. You can realize a significant reduction in the amount of water you use by using a counter current rinsing system, In a counter current rising system the waste flows from the last tank in a series to the first and basically reused on the “dirtier” film as it flows closer to the first tank.
  - Use floating lids in solution storage containers to prevent loss from evaporation
2. Use products made from recycled content:
  - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
  - Request that suppliers/manufacturers use as much recycled content in packaging as possible
  - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
  - Encourage employees to share magazines and newspaper subscriptions
  - Donate unwanted photo supplies from overstock, etc. To organizations needing these items
  - Request supplier/manufacturers to provide system to take back non-recyclable packaging
  - Promote sale of long-lasting cameras over one time disposable cameras